



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

NGB-EO

23 April 2003

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, GUAM, THE U.S. VIRGIN ISLANDS, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: (All States Log Number P03-0031) Request of Temporary Positions for Equal Opportunity Advisors (EOA)

1. The purpose of this memorandum is to clarify the procedures on how to request temporary positions for Equal Opportunity Advisors (EOAs).
2. Submit appointment request memorandum signed by TAG to NGB-EO, ARNG EO Program Manager with the following sample information below:
  - a. State: Florida
  - b. Rank & Name: LTC Jane Doe
  - c. Period of Duty: 12 Nov 02 – 11 Nov 05
  - d. Command & Position: HQ 211<sup>th</sup> Regiment (RTI), EOA
3. The National Guard Bureau Equal Opportunity Office (NGB-EO) in concert with the Policy Division (ARH) will authorize soldier(s) identified for temporary positions. The authorization is for the soldier, not the position. Therefore, when a soldier is rotated from the command and position requirement, States are required to re-submit a complete appointment request to NGB-EO identifying the new soldier to the command and position requirement. Furthermore, States can only request EOAs from the required list of temporary positions of 06 or higher command's below. No exceptions for temporary positions to this model will be made.

Brigade and Troop Command: 1 MAJ or 1 SFC  
28<sup>th</sup>, 40<sup>th</sup> and 49<sup>th</sup> Divisions: 1 LTC, 1 MSG, and 2 SFC  
All other Divisions or 06 Commands: 1 LTC and 1 MSG

NOTE: STARC: 1 LTC, 1 SGM and 1 MSG are TDA and not temporary positions. Requests for temporary positions for STARC will not be approved.

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4. EEO Managers hired for the full time workforce are required to fill the STARC Human Resource/Equal Opportunity (HR/EO) LTC drill weekend position. To include, EEO Specialists hired are required to fill the EOA SGM and/or MSG positions on drill weekend. Furthermore, States assigning Warrant Officers to HR/EO or EOA positions must submit an Exception to Policy memorandum requesting approval from NGB-EO. Post approved Exception to Policy memorandums to the Warrant Officer's military record for NGB-EO or STARC Staff Visit reviews.

5. NGB-EO recommends, at a minimum, a three-year tour of duty for HR/EO and EOAs. Within the first 12 months of duty assignment, the HR/EO and EOA must complete the Department of Defense Equal Opportunity Management School (DEOMI). Refer to NGR 600-21 for training criteria, roles, duties and responsibilities for HR/EO and EOA.

6. States are required to submit new appointment requests to NGB-EO when the soldier rotates from the temporary command and position requirement.

7. This memorandum expires one year from date of publication unless sooner rescinded or superseded.

8. A posted electronic copy of this and other ARNG EO related memorandums are located at <http://www.ngb.army.mil/staff/eo/arng/memos/shtml>.

9. Point of contact is LTC Melodie A. Esposito at DSN 327-0778 or 703-607-0778 or SGM Judith Ackerman at DSN 327-0783 or 703-607-0783.

FOR THE CHIEF, NATIONAL GUARD BUREAU:



FELTON PAGE  
Chief, Equal Opportunity Office  
National Guard Bureau

CF:  
HRO  
SEEM  
FIRO  
HR/EO  
EOAs